



## Advice, advocacy and support services for working women – Establishing new state and territory working women's centres

<b>Opening date:</b>	13/03/2024
<b>Closing date and time:</b>	<b>5:00pm AEST on 10/04/2024</b>
<b>Commonwealth policy entity:</b>	<b>Department of Employment and Workplace Relations</b>
<b>[Administering entity]</b>	<b>Department of Employment and Workplace Relations</b>
<b>Enquiries:</b>	<b>If you have any questions, contact the Workplace Exploitation Branch, <a href="mailto:WWC@dewr.gov.au">WWC@dewr.gov.au</a></b> <b>Questions should be sent no later than 5:00pm AEST 5/05/2024</b>
<b>Date guidelines released:</b>	<b>13/03/2024</b>
<b>Type of grant opportunity:</b>	<b>Open competitive</b>

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## 1. Grant program processes

**The Advice, advocacy and support services for working women grant program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Employment and Workplace Relation's Outcome 3. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



### The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#). Eligible applicants will be able to apply via GrantConnect.



### You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



### We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money.



### We make grant recommendations

We provide advice to the decision maker on the merits of each application.



### Grant decisions are made

The decision maker decides which applications are successful.



### We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



### Delivery of grant

You undertake the grant activity as set out in your grant agreement. The Community Grants Hub manages the grant by working with you, monitoring your progress, and making payments.



### Evaluation of the Advice, advocacy and support services for working women grant program

We evaluate your specific grant activity and the Advice, advocacy and support services for working women grant program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the *Advice, advocacy and support services for working women* grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The grant opportunity and selection process will be managed by the Department of Employment and Workplace Relations (the department). The grant agreements will be managed by the Community Grants Hub on behalf of the department.

## 2. About the grant program

The *Advice, advocacy and support services for working women* grant program (the program) will run over 5 financial years from 2023-24 to 2027-28. The purpose of this grant opportunity is to support the establishment of, and funding for, new working women's centres in jurisdictions where they do not currently exist.

The program contributes to the achievement of the 'Department of Employment and Workplace Relations Program 3.1: Workplace Support', which is part of 'Outcome 3: Facilitate jobs growth, including secure work, through policies and programs that promote fair, productive and safe workplaces'.

The program is part of the Australian Government's response to the Australian Human Rights Commission's *Respect@Work: National Inquiry into Sexual Harassment in Australian Workplaces Report* (Respect@Work Report). This program implements recommendation 49 of the Respect@Work Report, which is that:

*Australian governments provide increased and recurrent funding to working women's centres to provide information, advice and assistance to vulnerable workers who experience sexual harassment, taking into account particular needs of workers facing intersectional discrimination. Australian governments should consider establishing or re-establishing working women's centres in jurisdictions where they do not currently exist.*

Working women's centres are not-for-profit organisations that provide holistic, trauma-informed services. This includes free information, advocacy, advice and assistance to women on workplace issues, including workplace entitlements and rights, gender issues, cultural diversity, discrimination and sexual harassment. Working women's centres are accessible to women from culturally and linguistically diverse communities, women in regional, rural and remote areas, Aboriginal and Torres Strait Islander women, women with a disability, women under the age of 25, people who identify as women, and women who are experiencing mental health concerns or family violence.

Working women's centres currently operate in the Northern Territory, Queensland and South Australia. This grant opportunity will establish and fund working women's centres in the Australian Capital Territory, New South Wales, Tasmania, Victoria and Western Australia.

In addition to funding working women's centres (both for existing centres and new centres for jurisdictions which do not currently have one), the program includes a separate grant opportunity to identify an organisation to lead the national body to facilitate coordination and consistency of service delivery across Australia. The functions of the national body will include, but are not limited to:

- leading advocacy and industry initiatives to prevent sexual harassment
- leading research and analysis on, and contributing to policy debates about, systemic issues affecting working women
- facilitating collaboration between working women's centres, including sharing best practice for delivering services to working women and developing shared resources such as factsheets or training resources.

## **2.1        Grant objectives**

The objectives of the program are:

- to ensure the delivery and coordination of information, advice and assistance to women who experience workplace sexual harassment and other workplace issues
- to ensure working women, including in regional, rural, and remote communities, have access to comparable working women's centre services regardless of the jurisdiction in which they live.

The intended outcomes of the program are, in line with the Department of Employment and Workplace Relations Program 3.1:

- to promote fair workplaces by ensuring the protection of employee entitlements in certain circumstances
- to ensure the efficient operation of the workplace relations system through initiatives designed to encourage employers and employees to adopt fair, productive, flexible and safe workplace relations.

The program will be administered according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

## **3.        Grant amount and grant period**

### **3.1        Grants available**

For this grant opportunity, a total of \$26.89 million\* (GST exclusive) is available over 5 financial years from 2023-24 to 2027-28.

An estimate of the funding allocation for each jurisdiction is set out in the table below; grant applications up to these funding amounts will be considered<sup>1</sup>.

There will be one grant recipient per jurisdiction.

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<sup>1</sup> Subject to passing of the relevant appropriation bills.

Jurisdiction	Funding (GST exclusive)					
	2023-24	2024-25	2025-26	2026-27	2027-28	TOTAL
Australian Capital Territory	\$491,371	\$491,396	\$491,434	\$491,434	\$473,140	<b>\$2,438,775</b>
New South Wales	\$1,690,980	\$1,691,426	\$1,692,096	\$1,692,096	\$1,366,315	<b>\$8,132,912</b>
Tasmania	\$794,951	\$795,082	\$795,280	\$795,280	\$699,171	<b>\$3,879,764</b>
Victoria	\$1,416,473	\$1,416,823	\$1,417,348	\$1,417,348	\$1,161,929	<b>\$6,829,921</b>
Western Australia	\$1,158,733	\$1,158,992	\$1,159,381	\$1,159,381	\$970,027	<b>\$5,606,515</b>
<b>Total Funding</b>	<b>\$5,552,507</b>	<b>\$5,553,720</b>	<b>\$5,555,539</b>	<b>\$5,555,539</b>	<b>\$4,670,582</b>	<b>\$26,887,887</b>

### 3.2 Grant period

The maximum grant period is from 2023-24 to 2027-28 and is expected to commence no later than 31 May 2024.

## 4. Eligibility criteria

This grant opportunity is an open, competitive grant selection process. We cannot consider your application if you do not satisfy all the eligibility criteria.

### 4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must:

- be an existing not-for-profit organisation (established prior to 1 January 2023), and
- be already providing, or have the capacity to provide, services to women who experience workplace sexual harassment and other workplace issues, with a focus on inclusion and cultural safety.

Applications from consortia are acceptable, as long as a lead applicant is put in place. A lead applicant, as outlined further below, will be solely accountable to the Commonwealth for the delivery of grant activities and must be eligible per the eligibility requirements in-these guidelines.

### 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual
- an international entity
- any organisation not included in section 4.1
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au)).

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

To be eligible, your grant activities must involve:

- providing a holistic, trauma-informed service delivery model for working women that includes, but is not limited to:
  - advice and information about workplace sexual harassment and other workplace issues including workers' rights and entitlements
  - representation, advocacy and support in mediation, conciliation, tribunals and courts for women who have experienced sexual harassment and other workplace issues
  - education and training for businesses and workers on working women's issues to raise awareness of workers' rights and entitlements and promote safe and supportive workplaces
  - industry, sector and occupation-specific sexual harassment prevention, advocacy and gender equality strategies.
- providing place-based services in at least one physical location, and outreach activities in regional, rural and remote communities where appropriate
- providing services that are identifiable and accessible to all working women and people who identify as women, including women from culturally and linguistically diverse and Aboriginal and Torres Strait Islander backgrounds, LGBTIQ+ women, young women, women with disability and women in rural and remote locations
- working collaboratively with related services and organisations within the relevant jurisdiction to ensure effective referral pathways where required
- working collaboratively with the proposed national body and other working women's centres nationally to promote gender equality and the prevention and elimination of sexual harassment, and coordinate service delivery across Australia.

### 5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities outlined in section 5.1.

Eligible expenditure items associated with the grant activities in section 5.1 are:

- administrative expenses, including ongoing operation or running costs of an organisation
- wages and employment costs of staff engaged to work on the activities
- staff recruitment costs
- training and capacity development costs related to the activities
- ICT costs
- travel
- interpreter services costs
- communication and marketing material development and printing/publication costs
- surveys and other documents or systems designed to capture and report on data from the activities.

You must incur the expenditure on your grant activities between the start date and end or completion date of your grant agreement for it to be eligible.

### 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- board remuneration
- major capital expenditure over \$5,000 without prior written authorisation from the department
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application.

Applications will be assessed based on the weighting given to each criterion and will be assessed on a per-jurisdiction basis, for the jurisdiction(s) specified in your application.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

We will only award funding to applications that score highly against all assessment criteria.

### Criterion 1

Describe the grant activity in detail, including the need for the grant activity (40%).

When addressing the criterion, you should:

- describe the activity you propose to undertake and demonstrate value for money
- outline the issues that the activity is seeking to address/target and any identified service gaps
- describe the outcomes the activity aims to achieve and how these relate to the program objectives outlined in section 2.1
- describe the expected impact the grant activity will have on vulnerable cohorts and populations, including women from culturally and linguistically diverse communities, women in regional, rural and remote areas, Aboriginal and Torres Strait Islander women, women with a disability, women under the age of 25 and women who are experiencing mental health concerns or family violence.

### Criterion 2

Demonstrate your organisation's capability and capacity to deliver the grant activity successfully (40%).

When addressing the criterion, you should:

- describe your organisation's experience and expertise in delivering a holistic, trauma-informed service delivery model for working women as outlined in section 5.1
- provide audited financial statements for the most recent completed financial year, including balance sheets, profit and loss statements, cash flow statements and notes to accounts
- provide evidence of successful contract fulfilment for other public funding bodies, such as client outcomes from previous financial years, client satisfaction levels or information on the number services delivered in an area

- provide details of relevant organisational staff and previous experience and/or capacity with the management of projects of a similar size and nature to the application.

### **Criterion 3**

Demonstrate your organisation's ability to engage and collaborate with the proposed national body and other working women's centres across Australia (20%).

When addressing the criterion, you should:

- describe your organisation's capacity to engage and collaborate with the proposed national body, including details of relevant organisational staff and previous experience and/or capacity in engaging with a central coordinating body
- describe the policies and/or procedures you have or will put in place to share information, contribute to shared resources developed by the proposed national body and collaborate with other working women's centres across Australia.

## **7. How to apply**

Before applying, you must read and understand these guidelines and the GrantConnect terms and conditions.

These documents may be found at [GrantConnect](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online grant opportunity application form on GrantConnect
- specify the jurisdiction(s) for which you are applying (one application can cover multiple jurisdictions, but will still be assessed on a per-jurisdiction basis as outlined in section 6)
- provide all the information requested
- address all eligibility criteria and assessment criteria for each jurisdiction you are applying for
- include all necessary attachments
- submit your application to the department through GrantConnect by 5:00pm AEST on 10/04/2024.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately at [WWC@dewr.gov.au](mailto:WWC@dewr.gov.au).

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within three working days.

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<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

## 7.1 Attachments to the application

We require the following supporting documents with your application:

- proposed budget
- audited financial statements for the most recent completed financial year, including balance sheets, profit and loss statements, cash flow statements and notes to accounts
- risk management plan.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

## 7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver grant activities.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

## 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

### Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised as being one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	2-4 weeks

Activity	Timeframe
Approval of outcomes of selection process	1-2 weeks
Negotiations and award of grant agreements	1-2 weeks
Earliest start date of grant activity	05/2024
End date of grant activity or agreement	30/06/2028

#### 7.4 Questions during the application process

If you have any questions during the application period, contact the department at [WWC@dewr.gov.au](mailto:WWC@dewr.gov.au). Questions should be sent no later than 5:00pm AEST three days before the closing date.

The department will respond to emailed questions within three working days.

### 8. The grant selection process

#### 8.1 Assessment of grant applications

The department will review your application against the eligibility criteria.

If eligible, the department will then assess your application against the assessment criteria (see section 6) and against other applications for each jurisdiction specified in your application. For example, if you indicate in your application that you are applying for New South Wales and the Australian Capital Territory, your application will be assessed against other applications for New South Wales, and then separately against other applications for the Australian Capital Territory.

Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.<sup>3</sup>

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- that the absence of a grant is likely to prevent the government's objectives being achieved
- the potential grantee's relevant experience and performance history.

#### 8.2 Who will assess applications?

An assessment committee will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The assessment committee will be made up of officials from the department.

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<sup>3</sup> See glossary for an explanation of 'value with money'.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The assessors will recommend to the Program Delegate (First Assistant Secretary, Entitlements Safeguards Division) which applications to approve for a grant.

### **8.3 Who will approve grants?**

The Program Delegate decides which grants to approve taking into account the recommendations of the assessors and the availability of grant funds for the purposes of the grant program.

The Program Delegate's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

There will be one successful application per jurisdiction.

## **9. Notification of application outcomes**

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

### **9.1 Feedback on your application**

If you are unsuccessful, you may ask for feedback within 30 days of being advised of the outcome. We will give written feedback within one month of your request.

## **10. Successful grant applications**

### **10.1 The grant agreement**

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance website. A sample grant agreement is available at [Tools and templates | Department of Finance](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

#### **Standard Grant Agreement**

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

## **10.2 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement.

## **10.3 Grant payments and GST**

Payments will be GST Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>4</sup> We do not provide advice on your particular taxation circumstances.

# **11. Announcement of grants**

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRG](#).

# **12. How we monitor your grant activity**

## **12.1 Keeping us informed**

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

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<sup>4</sup> <https://www.ato.gov.au/>

## 12.2 Reporting

You must submit reports in line with the grant agreement.

We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make subsequent grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

### Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the date and in the format provided in the grant agreement.

## 12.3 Audited financial acquittal report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

## 12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting the department at [WWC@dewr.gov.au](mailto:WWC@dewr.gov.au).

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## 12.5 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

## **12.6 Evaluation**

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

## **12.7 Acknowledgement**

The department's logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows: '*Advice, advocacy and support services for working women – an Australian Government initiative*'.

# **13. Probit**

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time to time by the department. When this happens, the revised guidelines will be published on GrantConnect.

## **13.1 Enquiries and feedback**

The department's Client Service Charter applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to the department at [WWC@dewr.gov.au](mailto:WWC@dewr.gov.au).

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## **13.2 Conflicts of interest**

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if departmental staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub website](#).

### **13.3 Privacy**

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential Information**

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive

3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created, or held under the grant agreement.

### **13.5 Freedom of information**

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the Freedom of Information Act 1982 (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information team in writing.

For documents under the FOI Act

Email: [FOI@dewr.gov.au](mailto:FOI@dewr.gov.au)

For general enquiries

Visit: <https://www.dewr.gov.au/about-department/contact-us>

## **14. Consultation**

These grant guidelines have been developed in consultation with the Department of Finance and the Department of Prime Minister and Cabinet.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#"><u>Commonwealth Grant Rules and Guidelines (CGRG)</u></a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li data-bbox="784 384 1372 530">a. under which relevant money<sup>5</sup> or other <u>Consolidated Revenue Fund</u> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li data-bbox="784 541 1372 687">b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's <u>Portfolio Budget Statement</u> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
selection process	<p>the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.</p>
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>
Regional, rural and remote communities.	All areas outside state and territory capital or major cities